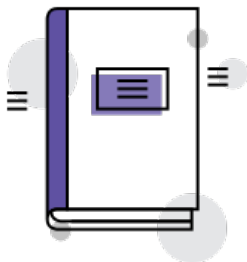


Complete Utilities List

Not sure what a certain utility does? Trying to find the most helpful utility for your situation? You're in the right place! Here you can see what a particular utility does, when you might use it, what certain Options do, and more! Find a utility by simply clicking on its category or by using the search bar below.



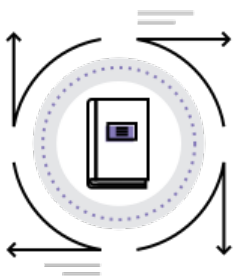
Patrons



Titles



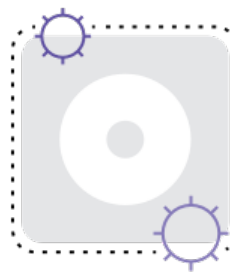
Copies



Circulation



Periodicals



Database

Patrons Utilities

Utility Name	What does it do?
General	
Add Patron Notes	Adds or appends a Contact, General, Alert, or Category note to selected patrons
Advance Patron Grade	Moves specified patrons to the next grade (i.e. level)
Change Patron Grade	Changes the grade (i.e. level) of selected patrons to the specified grade
Change Patron 2nd Location	Changes or adds a 2nd location for specified patrons
Change Patron Location	Changes the location of selected patrons to the specified location
Change Patron Policy	Changes the policy of selected patrons to the specified policy
Change Patron Security Group	Changes the security group of selected patrons to the specified security group
Change Patron Status	Changes the status of selected patrons to the specified status
Forgive Charges	Forgives selected charges, fees, or fines created during the specified transaction date range
Move Patrons to Site (Centralized Catalog only)	Moves selected patrons from their current site to the specified site
Reassign Union Site Patrons	Changes selected patrons' assigned site from the Union Site to the specified site
Remove Patron History	Removes everything but Lexile history from selected patrons' histories

Remove Patron Notes	Removes all Contact, General, Alert, or Category notes from selected patrons
Remove Patron Pictures	Removes pictures for all selected patrons
Remove Patrons	Removes selected patron records from your database
Renew Patron Accounts	Renews the accounts of all selected patrons
Reset Patron Accounts	Resets patron usernames and/or passwords to the chosen formats
Lexile	
Remove Patron Lexiles	Removes the current Lexile score and clears the Lexile table for selected patrons
Reviews	
Change Review Status	Changes the status of selected reviews
Remove Reviews	Removes a group of reviews at once

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Titles Utilities

Utility Name	What does it do?
General	
Change Medium	Changes the medium (245_h MARC tag) of selected titles to the specified medium
Change Title Call Numbers	Changes various components of selected title call numbers (prefixes, case, slashes, and matching to copy call numbers)
Change Title Policy	Changes the policy of selected titles to the specified policy
Hide Titles in Search	Hides selected titles in all Researcher modules
Remove Cover Art	Removes the cover art of selected titles
Remove Holds	Removes queue, in-stock/on-shelf, or all holds on selected titles and their copies
Remove Titles	Removes all selected title records and their copies
Remove Titles without Copies	Removes selected title records that don't have any copies
Show Titles in Search	Makes selected titles visible in all Researcher modules
Catalog	
Add a MARC Tag	Adds a specific MARC tag to selected titles
Change a MARC Tag	Changes a specific MARC tag for selected titles
Change Series Volume	Makes series volumes uniform and easy to sort by converting the volume number to a padded three digit number and adding a prefix
Create Genre MARC Tag	Creates a 655_a tag using information in any existing 650_v tag for selected titles
Fix Series	Looks at the series title and volume in 490_a and 490_v and copies those values to 830_a and 830_v for records without an existing 830 tag
Mitinet AnalyzeMARC	Sends your MARC data to Mitinet for analyzing and returns a diagnostics report
Mitinet BestMARC	Sends selected records to your BestMARC account for analysis, enhancement, and editing
Mitinet BestMARC Standard	Sends selected records to your BestMARC account for analysis, enhancement, and editing
Mitinet EnhanceMARC	Enhances and updates your library's MARC records
Remove a MARC Tag	Removes a specific MARC tag from selected titles
Remove Duplicate MARC Tags	Remove exact duplicate MARC tags
Switch a MARC Tag	Changes a specified MARC tag number to another MARC tag number for selected titles
Lexile	

Update Title Lexiles (Lexile registration only)	Updates title lexiles automatically using the lexile server
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Copies Utilities

Utility Name	What does it do?
Add Copy Notes	Adds a Copy or Alert note to selected copies
Change Copy Call Numbers	Changes various components of selected copy call numbers (prefixes, case, slashes, and matching to title call numbers)
Change Copy Condition	Changes the condition of selected copies
Change Copy Location	Changes the location (852_b MARC tag) of selected copies
Change Copy Policy	Changes the policy of selected copies
Change Copy Shelving	Changes the shelving (852_c MARC tag) of selected copies
Change Copy Site	Changes the site (852_a MARC tag) of selected copies
Change Funding Source	Changes the funding source of selected copies
Change Purchase Cost	Changes the purchase cost of selected copies
Change Replacement Cost	Changes the replacement cost of selected copies
Change Vendor	Changes the vendor of selected copies
Check Out	Checks out selected copies to the specified patron or system patron
Declare Checked Out Copies Lost	Declares as lost (checked out to System Patron 1) selected copies that are currently checked out to patrons
Declare Missing Copies Discarded	Declares as discarded (checked out to System Patron 2) all selected copies with an Available status that have not been inventoried since the specified Inventory Start Date
Declare Missing Copies Lost	Declares as lost (checked out to System Patron 1) all selected copies with an Available status that have not been inventoried since the specified Inventory Start Date
Reassign Union Site Copies (Centralized Catalog only)	Moves selected copies from the Union Site to the specified site
Remove Archived Copies	Removes selected copies that have been archived (checked out to System Patron 6)
Remove Copies	Removes selected copy records
Remove Copy History	Removes the check out history of selected copies
Remove Copy Notes	Removes all notes of the specified type for selected copies
Remove Discarded Copies	Removes selected copies that have been discarded (checked out to System Patron 2)
Remove Lost Copies	Removes selected copies that have been declared lost (checked out to System Patron 1)

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Circulation Utilities

Utility Name	What does it do?
Change Due Date	Changes the due date of checked out items to the specified date
Check In	Checks in all selected copies at the specified site
Check In Archived Copies	Checks in all selected copies that are currently archived (checked out to System Patron 6)
Check In Discarded Copies	Checks in all selected copies that are currently discarded (checked out to System Patron 2)
Check In Lost Copies	Checks in all selected copies that are currently lost (checked out to System Patron 1)
Check In Processing Copies	Checks in all selected copies that are currently in processing (checked out to System Patron 7)

Recompute Due Dates	Recomputes check out periods and fines for items that are already checked out
Remove Circulation Statistics	Removes all circulation statistics older than the specified date
Renew Items	Initiate a renewal (with respect to policy and preference settings)

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Periodicals Utilities

Utility Name	What does it do?
Remove Routes	Removes selected routes <div>  This utility is being removed soon. </div>
Remove Subscriptions	Removes selected subscriptions

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Database Utilities

Utility Name	What does it do?
Database Archive	Creates a copy of your data in the location specified in Administration

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